

# Queen's Doctoral Internship in University Administration

**Office/Department/Program:** Vice-Principal Research Portfolio

**Job Title:** Research Services Coordinator

**Number of Positions:** 1

**Brief Description of Your Unit/Organization:** The Vice-Principal Research Portfolio (VPR) promotes and advances research activity at Queen's through the coordination of research services, ethics and compliance, research security, partnerships and innovation, and advanced computing resources. As such, the VPR aims to propel research and knowledge mobilization to strengthen Queen's international impact. Within the VPR portfolio, the Research Services team provides direct support for the research community in five key areas: grant development, award management, research agreement review and negotiation, and digital research services.

The VPR portfolio is committed to advancing the principles of Equity, Diversity, Inclusion and Indigenization (EDII) in all aspects of research including the production of knowledge, equitable access to funding opportunities, and inclusive and diverse research team composition. The Portfolio recognizes that EDII policies and practices strengthen the entire research community, as well as the quality, social relevance, outcomes, and impacts of research as well as the services implemented to support that research.

**Intern Responsibilities and Learning Outcomes:** The intern will assist the Senior Director, Research Services in developing recommendations for review, revision and improvements to two fundamental elements of research administration at any university. First, from the policy side of university operations, the intern will lead a project for updates to the [Research Administration Policy](#) to ensure alignment with current responsibilities, practices and procedures and based on an environmental scan of similar policies at other institutions. Second, from the operations management perspective, the intern will lead an initiative to assess and recommend revisions to [Records Retention Schedules](#) for research grants and contracts management to ensure alignment with best practice and electronic research administration systems managed by the VPR portfolio.

The successful intern will gain knowledge of the day-to-day operations of research administration at Queen's, will expand on communication and organizational skills that are essential in university administration, and will enhance their professional network. To enhance the learning experience, the intern will have the opportunity to connect with staff in a variety of roles in the VPR portfolio, learn about their paths to research administration

and the transferability of doctoral research training to the research administration environment.

### **Desired Qualifications**

#### **Required:**

- Initiative, resourcefulness and ability to work with some supervision, in support of the design, implementation and completion of strategic projects, and to make recommendations as required.
- Ability to conduct research and gather and synthesize information from multiple sources.
- Project management and coordination techniques, including document management skills to manage amendments and different versions of complex documents.
- Interpersonal and communications skills (oral and written), including report writing, minute taking capability and presentation preparation
- Ability to foster and further develop a team based, positive work environment within the VPR Portfolio and external partners internal and external to the University.

#### **Additional:**

- Familiarity with the principles of data and records management considered an asset
- An interest in process management and best practice implementation considered an asset